# Sample Resignation Email

Resignation Email

To: ana.case@company.com

From: becky.smith@company.com

Subject: Notice of Resignation

Good morning, Ana. I write to let you know of my decision to resign from my current post at Kal-El Corp. I have enjoyed my time at the company, however, I have decided to take an offer at another tech firm.

The new position is at a startup, which would give me an opportunity to help build a company while it’s still in its infancy—something I’ve always wanted to do. The offer would also allow me to move to Tokyo, a prospect I am very excited about.

The skills I have gained while working here are truly invaluable. I’m extremely grateful for the support you and everyone else at the company has given me since my very first day. I respect our time together and certainly leaving a company, which has been like a home to me these last five years will be bittersweet.

My last day will be Friday February 1. In order to make the transition process easier, I’d like to offer to help hire and train my replacement. Please let me know a good time for us to talk further about this matter in person. Thank you for everything, Ana.

My best,